

SELF-SERVICE CENTER

INSTRUCTIONS and PROCEDURES to FILE JOINT REQUEST FOR POST-DECREE MEDIATION

STEP 1 Determine if this is the appropriate paperwork.

All of the following statements must be true:

- There is an issue regarding custody and/or parenting time that you and the other party are unable to resolve.
- A final order regarding Custody and Parenting time has previously been entered in this court.
- **Both** parties want to go to mediation *and* **both** parties **will sign** the Request.

NOTE: A “Joint Request for Post-Decree Mediation” is not the appropriate paperwork to resolve the following issues:

- ☐ Child Support
- ☐ Enforcement of current court orders
- ☐ Cases in which there are allegations of child abuse or CPS involvement
- ☐ Modification of custody order earlier than one year after the date of the previous order.

*****If you file this Request in error, the mediation fee will NOT be refunded to you.*****

STEP 2 Complete the “Joint Request for Post-Decree Mediation”.

Type or print clearly. Use black ink only and match the numbered instructions to the numbers on the “Joint Request for Post-Decree Mediation”.

- 1) Fill in the name of the persons shown as “Petitioner” and “Respondent” in your pre-existing case.
- 2) Write in the case number in the space provided at the top right portion of the form. Your case number begins with “D”, “DR”, or “FC”. This is the same case number as your original divorce, paternity or other family court case.
- 3) Check the appropriate box in section 3 that tells the court whether you are divorced or have had paternity established or “Other” court order entered, such as for Grandparent Visitation.
- 4) Briefly describe the disagreement between you and the other party.
- 5) Check the appropriate box in section 5 to indicate if you have ever participated in Mediation and list when and where any prior Mediation took place.
- 6) Provide current addresses and phone numbers for each party.
- 7) Both parties sign and date the “Joint Request for Post-Decree Mediation”.

STEP 3 Make 3 copies of the completed “Joint Request for Post-Decree Mediation”.

There will also be an “**appearance fee**” due from the Respondent, **if** he or she has not previously “made an appearance”, that is filed a response or other papers and paid a filing fee in this case.

A list of current fees is available from the Self Service Center and from the Clerk of Court’s website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

STEP 4 FILE: Take the original & 3 copies of the ***“Joint Request for Post-Decree Mediation”*** to the Clerk of the Court Filing Counter at any of the locations listed below or on the next page. The Clerk will keep the original, date-stamp the copies, and return the copies to you.

Central Court Building, 201 West Jefferson Street, Phoenix, AZ 85003 (1st Floor)

Northwest Court Facility, 14264 West Tierra Buena Lane, Surprise, AZ. 85374

Southeast Court Facility, 222 East Javelina Avenue, Mesa AZ 85210

Northeast Court Facility, 18380 North 40th Street, Phoenix, AZ 85032.

STEP 5 Hand-deliver a copy of the *Joint Request to Conciliation Services*, along with your proof of payment or deferral of the mediation fee. Conciliation services are located at:

Central Court Building

201 West Jefferson, 3rd floor
Phoenix, Arizona 85003

Southeast Court Complex

222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex

18380 North 40th Street
Phoenix, Arizona 85032

- Conciliation Services staff will prepare a *Notice to Appear for Mediation and Acknowledgment*.
- You will be asked to sign and date the Acknowledgment indicating your understanding of the fees, the date and time of the mediation and the consequences for failing to appear, including an **ADDITIONAL “NO SHOW” FEE FOR A PARTY WHO FAILS TO APPEAR.**
- Give a copy of the Joint Request to the other party and keep one for your own records.